



December 10, 2018

**Nominations are open for the Women of Influence Awards**

The annual Women of Influence Awards recognize outstanding Sacramento State female students, faculty and staff who have made an impact on the campus and in their communities. The nominations are followed by an awards ceremony at 6 p.m. Tuesday, March 26, in the University Union, Redwood Room. Please take the time to reflect on the year and recognize those leaders who have really made a difference. The awards recognize one female faculty member, one staff member, one student leader and one residential student leader. Submit nominations at [forms.office.com](http://forms.office.com).

*Submitted by Housing and Residential Life*

**Coming soon: Travel study developmental workshops for faculty**

The College of Continuing Education (CCE) and International Programs and Global Engagement (IPGE) will host spring workshops for faculty who would like to learn more about faculty-led travel study. Workshops will introduce faculty to all steps necessary to build their own travel-study program and will highlight topics such as Sac State requirements, program providers, funding and budget. The workshops will be in the Global Lounge at the following times and dates:

- 10:30 a.m. Tuesday, Feb. 5
- Noon Friday, Feb. 8
- 3 p.m. Wednesday, Feb. 20
- 1:30 p.m. Thursday, Feb. 28

For more information, please contact Alessandra McMorris at 278-2665 or [alessandra.mcmorris@csus.edu](mailto:alessandra.mcmorris@csus.edu) or Kathryn Morrissey at 278-4928 or [k.morrissey@csus.edu](mailto:k.morrissey@csus.edu).  
*Submitted by the College of Continuing Education*

**IRB (human subjects research review) temporary changes**

Leah Vargas, research integrity and compliance officer, will be on leave during the Spring 2019 semester. Graduate assistant Jocelyn Lopez ([jocelynlopez@saclink.csus.edu](mailto:jocelynlopez@saclink.csus.edu)) will handle Cayuse software administration, and Dr. Maria Dinis, professor of social work, will handle Exempt reviews and administrative triage of IRB applications within the Cayuse software. Please expect longer than usual reviews during the semester and plan for a three- to four-week review, including resubmissions to secure approval. This timeline is normal for most IRBs. We cannot accommodate late submissions or “faster” reviews. Applications are reviewed on a first-come, first-served basis.

Leah will not be available to provide in-class presentations about Human Subjects Research during the spring semester. Researchers are encouraged to carefully review the IRB website at [csus.edu/research/irb](http://csus.edu/research/irb) for all the necessary information. If you have questions, please email [leah.vargas@csus.edu](mailto:leah.vargas@csus.edu) before the winter break.

*Submitted by the Office of Research, Innovation, and Economic Development*

**Campus Safety Plan Report now available online**

Pursuant to the California State Education Code, Chapter 16, of the Donahue Higher Education Act, Section 67380, the 2019 Annual California Campus Safety Plan Report is now

available online at [csus.edu/police/annual-california-campus-safety-plan-report](https://csus.edu/police/annual-california-campus-safety-plan-report). The report is also available on the web pages of Sacramento State's Police Department, Administration and Business Affairs (ABA), Student Affairs and Financial Aid.

The report contains occurrences and arrests for Part I violent crimes of willful homicide, rape, robbery, and aggravated assault as well as crimes occurring on campus that involve hate crimes, noncriminal acts of hate violence, theft, destruction of property, illegal drugs and alcohol intoxication during the 2017 calendar year.

Paper copies are available at the Police Service Center located in the University Union, or by contacting Nikki Khamsouksay, Clery director, at [nikki.khamsouksay@csus.edu](mailto:nikki.khamsouksay@csus.edu).  
*Submitted by Sacramento State Police Department*

### **Holiday events reminder**

As the fall semester draws to a close, many faculty, staff, and students will celebrate the holiday season with other campus community members at parties or other University-related social events. Such events are wonderful opportunities for everyone to unwind after a semester of hard work. While the main focus of these events should be on fun and holiday cheer, the Office for Equal Opportunity wants to remind everyone that Sacramento State and CSU policies, specifically Executive Orders 1096 and 1097 – the systemwide policies prohibiting discrimination, harassment (including sexual harassment/sexual misconduct), and retaliation – remain in effect during these events, whether on or off campus.

Discrimination, harassment (including sexual harassment), and sexual misconduct (sexual assault, dating or domestic violence, stalking, or related retaliation) are serious offenses that violate fundamental rights and personal dignity. The University takes all complaints of discrimination, harassment and sexual misconduct seriously and offers compassionate support to anyone in the campus community who becomes the victim of such conduct.

When attending University-related social events, please be aware of the effect that unwelcome conduct (e.g., inappropriate jokes/comments, unwelcome touching, etc.) could have on others. In addition, the University asks that you familiarize yourself with the CSU's Consensual Relationship Policy (See Executive Orders 1096 and 1097, page 4). Finally, for social events where alcohol is served, please remember to drink responsibly.

Please visit the Office for Equal Opportunity website at [csus.edu/hr/departments/equal-opportunity/discrimination](https://csus.edu/hr/departments/equal-opportunity/discrimination) for more information on Executive Orders 1096 and 1097.  
*Submitted by the Office for Equal Opportunity*

### **Faculty professional activities**

The latest faculty professional activities are available at [csus.edu/news/articles/Professional-activities](https://csus.edu/news/articles/Professional-activities). To submit an activity, email [briefing@csus.edu](mailto:briefing@csus.edu).  
*Submitted by University Communications*

### **Faculty Senate schedule**

The Faculty Senate calendar is available at [csus.edu/senate](https://csus.edu/senate).  
*Submitted by the Faculty Senate*

## Human Resources

### **Catastrophic leave donation**

Sacramento State employees may voluntarily donate up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year to another employee who has been deemed eligible for catastrophic leave. Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If you are interested in donating time, the form can be obtained at [csus.edu/hr/forms.html#disability](https://csus.edu/hr/forms.html#disability), by visiting the Benefits Office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The following employee has been approved to receive donations through the Catastrophic Leave Donation Program:

- Karen Sorenson, College of Arts and Letters (Music Department)